

To add items to Subordinates' Learning Plans, complete the following steps:

1. Select **My Employees** from the top menu bar and then click **Learning Plans**.
2. Click the **Add Items** button, and then click **Next**. The *Select Learners* panel appears.
3. Find the learners who need new items in their learning plans, and click their checkboxes. Click **Next**. The Edit Selected Learners panel appears.
4. To remove a learner from the list, select the corresponding checkbox and then click the **Remove Checked** button. Click **Next**. The *Select Items for Adding* panel appears.
5. Search for the items to add to the learners' learning plans. Click **Search**. The search results appear.
6. Select the Items to add to the Learners' Learning Plan. Click the **Add Checked** button. The *Select Items for Adding* panel reappears with a list of the Items just selected.
7. To search for more items, use the text boxes and checkboxes and click the **Search** button. To remove items, select the checkboxes and then click the **Remove Checked** button. When the list contains the items that you want to add to the learners' learning plans, click **Next**. The Edit Item Information panel appears.
8. For each Item, type the **Assignment Type** or use the select link to find one and then type the **Assign Date** or use the **Calendar** icon to select one. Click **Next**. The *Edit Required Date* page appears.
9. For each item, add a **Required Date**. Click **Finish**. The status of the update appears.

Removing Training from Subordinates:

Training requirements sometimes change, and last week's mandatory class is no longer required. The sooner these changes are reflected in individuals' Learning Plans, the less chance there is for confusion. Learners cannot remove training that has been assigned to them. Instead of waiting for AgLearn administrators to make the necessary adjustments, supervisors can now do it quickly and easily.

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To remove items from Subordinates' training plans, complete the following steps:

1. Select **My Employees** from the top menu bar and then click **Learning Plans**.
2. Click the **Remove Items** radio button. Click **Next**. The *Select Learners* panel appears.

3. Find the learners from whom you wish to remove the items and click the corresponding checkboxes. Click **Next**. The *Edit Selected Learners* panel appears.
4. To remove a learner from the list, select the corresponding checkbox and then click the **Remove Checked** button. Click **Next**. The *Select Items for Removal* panel appears.
5. Search for the items to remove from the learners' learning plans. Click **Search**. The search results appear.
6. Select the items to remove from the learner's learning plan. Click **Add Checked**. The *Select Items for Removal* panel reappears with a list of the Items you selected for removal.
7. To search for more items, use the text boxes and checkboxes and click the **Search** button. To remove items, select the Learner's Item checkboxes and then click the **Remove Checked** button. When the list contains the items you want to remove from the learners' learning plans, click **Next**. The *Remove Item Confirmation* panel appears.
8. Confirm that these are the items listed to remove from the Learning Plans of the Learners listed and then click **Finish**. The status of the change appears.

Register Subordinates into a Schedule Offering

Adding Items to Subordinates' Learning Plans is often all that needs to be done. On-line content can be launched directly from the Learning Plan, and the Learner may be granted a great deal of discretion in selecting the specific Schedule Offering for an instructor-led event. While that may be the most common approach, circumstances sometimes dictate a supervisor putting a subordinate or subordinates into a specific Schedule Offering. The Subordinate Registration wizard appears only to supervisors. It registers subordinates for and withdraws them from scheduled offerings.